

**Notice of Property Policy & Resources Committee meeting to be held on
Monday 29th April 2024 at 7pm
in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon.
Committee Members are summoned to attend for the purpose of
transacting the following business.**

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

If you have symptoms of an infectious respiratory illness, including Covid-19, please do not attend

Business to be Transacted

WELCOME

1. Apologies and acceptance for absence

To receive apologies previously submitted to the Clerk from members of the committee

2. Declarations of Interest and Dispensations (1-3)

(a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**. (In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – **Please contact the office should any item need clarification**)

(b) Clerk to report any written requests for dispensation in respect of items on this agenda.

3. To Approve of the Minutes (4-6)

To approve the minutes of the meeting held on 11th December 2023

4. Public Participation

Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

5. Fire Regulations (7-11)

- a) To Agree Hellesdon Parish Council to be the Responsible Body under New Fire Regulations
- b) To Consider the Updating of the Fire Risk Assessments for all Council Buildings

6. Policy Review* (12-67):

7. To Review Risk Assessments (68-125)**

9. Items for the next agenda and for other committees

10. To confirm the date, time and venue of the next meeting

*** Policies to be reviewed**

- a) Information Security
- b) Publication Scheme
- c) Retention of Documents (proposed amendment)
- d) Management of Outdoor Surfaces (proposed amendment)
- e) Social Media (proposed amendment)
- f) Subject Access Request
- g) Equal Opportunities (proposed amendment)
- h) Recruitment and Selection
- i) Training and Development
- j) Whistle Blowing
- k) Prevention of Spread of Respiratory Infections (proposed amendment)
- l) Safeguarding (proposed amendment)
- m) Debt Management

**** Risk Assessments to be reviewed**

- a) Land
- b) Buildings
- c) Machinery
- d) Equipment
- e) Administration